

Enterprise Rotation Program Orientation Briefing

Name
Date

January 30, 2012 v1



Discussion Items

- DLA Rotation Program Purpose and Benefits
- Assignment Information
- Roles and Responsibilities
- Travel Related
- Other



Purpose and Benefits

- Purpose
 - Effective way to meet individual and organizational developmental needs
 - Ensures workforce capabilities match current and future mission requirements
- Benefits Include
 - Agency
 - Effective warfighter support, expand talent pipeline, and strengthen culture throughout the Agency
 - Personal
 - Professional development, Enterprise exposure, and knowledge and skills enhancement



Assignment Information

- Review assignment description
 - Discuss expectations
- Position of record during assignment
- Consideration for promotion or reassignment
- Termination of assignment
- Status at completion of assignment



Roles and Responsibilities

- Host Supervisor
 - Prepare and coordinate completion of the DLA Rotation Program Memorandum of Agreement
 - Plan projects, secure a workstation, coordinate IT support
 - Assign functional “mentor”
 - Assign administrative sponsor
 - Fund assignment-related travel and training
 - Process timesheets
 - Conduct progress reviews
 - Complete end of assignment program evaluation



Roles and Responsibilities,

Continued

- Parent Supervisor
 - Coordinate assignment dates
 - Approve leave slips
 - Process timesheets
 - Fund the participant's salary, benefits, and travel expenses
 - Process travel vouchers
 - Prepare performance evaluation with input from host supervisor
 - Help participant apply new knowledge and skills from assignment
 - Complete program evaluation approximately 6 months after participant returns from assignment



Roles and Responsibilities, Cont'd

- Participant
 - Maintain communications with parent supervisor
 - Coordinate travel and per diem with parent supervisor and Defense Travel System (DTS) point of contact
 - Research and secure lodging, if applicable
 - Coordinate leave and timekeeping with parent and host supervisors
 - Maximize the learning experience during and after the assignment
 - Complete end of assignment and follow up program evaluations



Travel Related

- Travel estimate
- Travel orders
 - Individualized travel
 - Retained lodging
 - Dual lodging
 - Authorized returns
- Authorized expenses
- Unauthorized expenses
- Participant researches and secures lodging
 - Signs lease as private individual
- Miscellaneous
 - Use or lose leave – plan accordingly
 - Insurance considerations
 - Recommend informing auto and medical insurance companies if assignment is outside of local area



Other

- Ethics and Standards of Conduct guidance
- DoD and DLA personnel regulations
 - Conduct, discipline, and performance
- Resources
 - DLA rotation web site:
<http://www.hr.dla.mil/resources/workforce/rotation/>
 - Insert point of contact for questions

DEFENSE LOGISTICS AGENCY

AMERICA'S COMBAT LOGISTICS SUPPORT AGENCY

